

AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: Senior Coordinator, Physical Production – First Year
DEPARTMENT: Physical Production, AFI Conservatory
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Senior Coordinator of Physical Production, First Year is responsible for supporting the needs of the first year Fellows in Cycle production, as well as the Physical Production department and office.

PRINCIPAL DUTIES:

- Support the needs of the First Year Production Office in preparation for Fellow's second year Thesis productions.
- Support the preproduction process for all First-Year Cycle Projects to insure AFI policies are followed.
- Duties include management of cycle production logistics, collaboration with Conservatory departments, and support of relevant Conservatory documents, forms, and policy updates.

Logistics of Cycle Production, including but not limited to:

- Assist all 4-Week-out Production Meetings, One-Week-Out Meetings, and Wrap Meetings as necessary.
- Lead all 2-Week-out Meetings with the Cycle Film's Producer, Director & UPM.
- Assist in Cycle production set visits as necessary.
- Ensure all production paperwork has been submitted and is properly formatted by required due date, most notably the daily Call Sheets and Production Reports.
- Issue Certificates of Insurance for First Year projects as appropriate.
- Assist with Insurance Claims when necessary and coordinate assistance to films with requests to use animals, vehicles, and/or satisfy special property requirements.
- Assist Fellows with the current Child Labor Laws and Studio Teacher rules and regulations.
- Interact with Casting Manager regarding casting on Cycle Projects, as necessary.
- Approve credits for Cycle films and submit approved credits directly to Editor.
- Maintain the Outside Crew Database and help Fellows with crewing issues.
- Maintain and revise the Production Resources website and Locations Database.
- Maintain up-to-date records of all required Cycle crewing days for each discipline.
- Participate in assigned production orientations during Boot Camp.
- Issue proof-of-attendance letters for Fellows and their appropriate collaborators.
- Create and maintain digital filing system for all 75 annual film projects.

Support of Conservatory Policies, including:

- Coordinate updates to and rewrites of the First-Year Production Manual and Safety Handbook, under the supervision of the Senior Manager, Physical Production.
- Maintain notes throughout the year with suggestions from all Conservatory departments for needed changes to the various handbooks.
- Revise all First-Year Production Forms and upload to the AFI intranet.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum three (3) years experience in film production.
- Working knowledge of industry standard for Call Sheets and Production Reports.
- Knowledge of the basic process and terminology of motion pictures production and familiarity with production paperwork is desired.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Excellent verbal and written communication skills with the ability to convey complex concepts and procedures in simple terms.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Strong diplomacy skills and professionalism; this includes the ability to maintain complete confidentiality and discretion at all times.
- Excellent computer skills with strong knowledge in Word and Excel in Mac environment.
- Working knowledge of EP programs; Movie Magic Scheduling and Movie Magic Budgeting.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to work calmly under pressure.
- Personal integrity with the ability to inspire confidence and trust.

RATE: \$25/hr. - \$29/hr.